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## "March 17 – Campus Operations Update"

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**From:** CSUSB COVID-19 <covid-19@csusb.edu>

**Date:** Tuesday, March 17, 2020 at 2:48 PM

**To:** [colleagues@groups.csusb.edu](mailto:colleagues@groups.csusb.edu); [students@groups.csusb.edu](mailto:students@groups.csusb.edu)

**Subject:** March 17 – Campus Operations Update



After careful consideration of the rapidly changing guidance CSUSB has received from the CSU Chancellor's Office, along with federal, state, and local health officials, it is important that we announce and implement new levels of campus operations in our response to the novel coronavirus (COVID-19) outbreak. These changes apply to both the San Bernardino and Palm Desert campuses. We believe these actions to be in the best interest of the health and safety of our campus community. Please note as of this message CSUSB continues to have no confirmed or presumed cases of COVID-19.

At the close of business on Friday, March 20, CSUSB will temporarily suspend all non-essential on-campus operations. We will also be expanding on the previously announced plan for mandatory virtual instruction for Spring Quarter 2020.

**Spring Quarter Course Instruction:** As previously announced, instruction will begin for Spring Quarter 2020 on Saturday, April 4. Some courses that were previously scheduled to be online will begin as early as Saturday, March 28. All instruction, which will now include all labs, studios, and independent study, will be offered through virtual technologies. There will be no in-person, on-campus

instruction. This plan for instruction will now last through the entire Spring Quarter 2020.

**Campus Offices and Services:** Beginning Wednesday, March 18, large gathering locations on campus, including the Pfau Library, Santos Manuel Student Union, Recreation & Wellness Center, Children's Center, and the Infant/Toddler Lab will temporarily cease operations. Employees of these locations will continue to report for the balance of this week. The Pfau Library 24/7 study area, The Cave, will remain open this week to support students preparing for finals, but with appropriate social distancing in place and regular disinfecting of the area.

At the close of business on Friday, March 20, most campus offices and services will cease on-campus operations. All non-essential employees will begin to telecommute and not come to campus as of Monday, March 23. Other non-essential employees who are unable to telecommute due to their position responsibilities will be placed on administrative leave with pay. Supervisors in all campus departments will be notifying their employees who are considered essential and may need to continue working on campus. For all departments utilizing temporary telecommuting, the expectation will be to continue serving the campus community through virtual and online strategies.

**Essential Campus Functions:** CSUSB will continue to have limited on-campus support for the following functions, as needed. This list is subject to change as conditions warrant. It is important to note that these services may be provided with reduced time frames and/or substantially reduced staff.

- The Obershaw DEN Food Pantry
- The PDC DEN Food Pantry
- Enrollment Management and Advising Services
- Essential Research and Animal Care

- Housing and Residential Life/Food Services for Resident Students
- Facilities Management, Design and Construction
- Information Technology Services
- Human Resources/Payroll
- Procurement and Contracts
- Student Health Services
- University Accounting and Accounts Payable
- University Police/Campus Safety/Emergency Management

**Campus Dining Services:** From Wednesday, March 18 through Friday, March 20, all campus cash dining operations will provide “grab-and-go” counter services only. No seating will be available at Starbucks (Pfau Library), Einstein’s Bros. Bagel (Social and Behavioral Sciences), and the Howl n’ Growl (Coyote Commons). Coyote Commons will be open for resident students and the campus community, but appropriate social distancing in the seating area will be maintained. Effective immediately, the SMSU Food Court will be closed in conjunction with the full closure of the SMSU. After Friday, all campus food service locations will close, except for serving the remaining residence hall students.

**Student Housing and Dining Services:** To minimize the population on campus, we are strongly encouraging all resident students to plan on leaving campus and attend Spring Quarter 2020 virtually from their permanent homes. However, the residence halls will remain open and continue to welcome those students who feel safer at the university, those who have no other housing options, and/or those who have limited access to technology and the Internet. Dining services will continue to be available for remaining residence hall students only. Students who choose to leave university residence halls and apartments must take their belongings with them and a pro-rated refund will be issued for both the housing and food service

contracts. All early contract termination fees will be waived. Additional details can be obtained from the Office of Housing and Residential Education.

**Student Health Services:** Medical and psychological services will remain available through Spring Quarter 2020, with reduced time frames and reduced staff. Except in emergencies, students must make an appointment to access services. If students are feeling stressed or overwhelmed, they are encouraged to contact Counseling and Psychological Services at 909-537-5040.

**Research:** Principal investigators with critical ongoing research must work directly with their respective Dean and/or the Associate Provost for Academic Research to determine if and how research will continue. All on and off-campus research and community-based centers, such as, but not limited to, Project Rebound, Cal State San Bernardino Reentry Initiative, Water Resources and Policy Initiatives, University Center for Developmental Disabilities, Inland Empire Center for Entrepreneurship, Inland Empire Small Business Development Center and the Women's Business Centers will temporarily cease operations by the close of business on Friday, March 20.

**Coyote Cruiser:** The shuttle service between the Palm Desert and San Bernardino campuses will cease operation after this Friday, March 20.

**University Police:** Campus safety personnel are critical to the safety of our community and they will continue to patrol the campus and monitor the entrances of the university. These services will continue 7 days/week, 24 hours/day.

**Parking:** Purchased parking permits for Spring Quarter 2020 that are returned to Student Accounting Services by Friday, March 20 will be eligible for full refund. The campus community is reminded that parking enforcement continues throughout Spring Quarter. Please purchase a daily parking pass when on

campus if you have returned your permit.

**Commencement:** Spring commencement activities may need to be postponed until a later date. More information will be provided in the coming weeks.

I want to take this opportunity to thank the Coyote Family for their collegiality, compassion and commitment to our students. The issues associated with the COVID-19 outbreak are unprecedented. We understand these announcements are alarming for many and inconvenient for everyone. First and foremost, the health and safety of each member of our campus community is our top priority. At the same time, we are also committed to offering an outstanding educational experience for our students and are confident these alternate teaching strategies will meet the educational goals of our students.

We will get through this by working together as a university community. Please continue to take care of yourself, practice social distancing and good hygiene.

Best wishes as we bring Winter Quarter to a close and move forward into Spring.

**Tomás D. Morales**

President

*This message from [COVID-19@CSUSB.EDU](mailto:COVID-19@CSUSB.EDU) serves as the official notification to the university campus community.*